

Monthly Report to the Board of Education

January 2016 – Report for December Work Orders

From 12/1/2015 through 12/31/2015, 42 help desk tickets were submitted. Of those 42 tickets, 22 have been completed, closed, were duplicate tickets or were forwarded to maintenance.

Work orders per building

Location	Submitted	Closed	Percent
Central Office	1	1	2.4%
HHS	10	7	23.8%
HMS	2	0	4.8%
Johnson	9	4	21.4%
Moyer	15	5	35.7%
Woodfill	5	5	11.9%
Total	42	22	100.0%

Work orders per assigned worker

Support Personnel	Work Orders Assigned	Work Orders Closed
Gay, Jason	0	0
Griffith, Stephanie	1	0
Help Desk	0	0
Johnson, Jody	2	0
Martin, Andrew	17	5
Martin, Susan	0	0
McGhee, Diana	1	1
Mercer, Brian	0	0
Neltner, Heidi	4	1
Rider, Josh	12	11
Robinson, Laura	0	0
Winkler, Matthew	5	4
Total	42	22

Respectfully Submitted

1/11/2016

Mrs. Diana M. McGhee

Director of Technology and Information